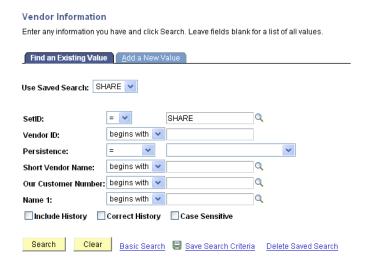
VMR-VRO CHECKLIST HOW TO ENTER COMMENTS

<u>Narrative</u> – The comment box on the location tab is used for communication between the Vendor Registry Office and the VMR's of institutions of higher education. This is the place to explain why a change was made, who made the change, and the date the change was made.

Guideline Reference - When to Use/Enter Comments

<u>Navigation</u>: Vendors>Vendor Setup/Maintenance>Vendor Information

1. SetID: SHARE



- 2. Enter your search criteria.
- Click on the selected vendor.
- 4. Find the appropriate location.
- Click the plus button on Location Detail to add an effective dated row.
- 6. Click on 'Comments'.
- 7. Enter your comment, include:
 - a. What was done
 - b. Why is was done and the documentation authorizing the change
 - c. Who did it
 - d. The date it was done. Example: 3-27-07 The Bank of ND has notified us that the routing number has changed.
- 8. Forward the paperwork authorizing the change to the Vendor Registry Office.

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